



2011–12

# The School Leadership Series

Information

# BULLETIN

[www.ets.org/sls](http://www.ets.org/sls)

***It's Fast, It's Easy!***

Register Online for the  
School Leadership Series Tests.

# CONTENTS

## **The School Leadership Series at a Glance..... 3–4**

Registration .....	3
Test Takers with Disabilities .....	3
Test Preparation Material .....	3
On Test Day .....	4

## **About The School Leadership Series Assessments..... 4**

Testing Requirements .....	4
Passing Scores .....	4

## **Contact Information..... 5**

General Inquiries .....	5
Disability Services .....	5
Test Center Complaints .....	5
Test Question Inquiries .....	5
Test Preparation Resources .....	5
Test Refund Requests .....	5
Telephone Reregistration .....	5
File Corrections .....	5
Scoring Services .....	5

## **Registration Information..... 6–8**

Fees for Tests and Related Services .....	6
<i>Individual Test Fees</i> .....	6
<i>Special Services</i> .....	6
Preferred Forms of Payment .....	6
Other Payment Policies .....	6
Registration Options .....	6
<i>Monday Testing</i> .....	6
<i>If Your Primary Language Is Not English</i> .....	6
<i>Testing Outside the United States</i> .....	7
<i>Telephone Reregistration</i> .....	7
<i>Emergency Registration</i> .....	7
<i>Changing Your Test Center or Test Date</i> .....	7
File Corrections .....	7
Canceling Your Registration/Requesting a Refund .....	7
Test Fee Refunds .....	7
Test Retake Policy .....	8

## **On Test Day..... 8–11**

Identification (ID) Requirements .....	8
<i>Testing Outside Your Country of Citizenship</i> .....	9
Test Center Procedures and Regulations .....	10
<i>General Guidelines for Test Day</i> .....	10
<i>During the Test</i> .....	10
<i>Dismissal from a Test Center</i> .....	11
<i>Registering a Complaint</i> .....	11

## **Scores & Score Reports..... 11–14**

Reporting Your Test Scores .....	11
Scoring Services .....	12
<i>Scores by Phone</i> .....	12
<i>Additional Score Reports (ASRs)</i> .....	12
<i>Score Verification/Review Service</i> .....	12
Cancellation of Scores by You .....	13
Cancellation of Scores by ETS .....	13
Confidentiality of Information .....	14
Test Takers' Performance Data .....	14

## **Forms..... 15–17**

Computer-Delivered Test Authorization	
Voucher Request .....	15
Certification of Documentation For Test Takers	
Whose Primary Language Is Not English (PLNE) .....	16
Eligibility Form (PLNE) .....	17
Paper-Delivered Registration Form .....	See SLS website

## **Registration Lists and Directory..... 18**

## **Registration Schedule/ Test Preparation Resources..... Back Cover**

The policies and procedures explained in this *Bulletin* are effective only for the 2011–12 testing year (September 1, 2011, through August 31, 2012) and supersede previous policies and procedures. The fees, terms, and conditions contained in this *Bulletin* are subject to change. Educational Testing Service is dedicated to the principle of equal opportunity, and their programs, services, and employment policies are guided by that principle.

Copyright © 2011 by Educational Testing Service. All rights reserved. ETS, the ETS logo, LISTENING. LEARNING. LEADING., GRE, TOEFL, and TSE are registered trademarks of Educational Testing Service (ETS) in the United States and other countries. PRAXIS and THE PRAXIS SERIES are trademarks of ETS. Other products, services, and brand names mentioned herein may be registered trademarks of their respective owners.

# THE SCHOOL LEADERSHIP SERIES AT A GLANCE

Visit the School Leadership Series (SLS) website at [www.ets.org/sls](http://www.ets.org/sls) for the most up-to-date information.

## REGISTRATION

### SCHOOL LEADERS LICENSURE ASSESSMENT SCHOOL SUPERINTENDENT ASSESSMENT KENTUCKY SPECIALTY TEST OF INSTRUCTIONAL AND ADMINISTRATIVE PRACTICES

**WEB** **Register online through ETS at [www.ets.org/sls/register](http://www.ets.org/sls/register) using a credit or debit card.** American Express®, Discover®, JCB®, MasterCard®, and VISA® are accepted. Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. ETS reserves the right to add or remove online payment methods at its own discretion and without notice.

**MAIL** Complete the paper-delivered registration form (downloadable from the SLS website at [www.ets.org/sls/register](http://www.ets.org/sls/register)). See test dates and registration deadlines on the back cover of this *Bulletin*. **Allow three (3) weeks for processing.**

*Be sure to send your completed registration form and payment to the address on the form as directed depending upon whether you are paying by paper check or are providing credit or debit card information.*

For Monday test center requests, see *page 6*.

If ETS is unable to assign you to a test center within 125 miles of your requested choices, you will be notified of your options.

If you register by mail or reregister by phone, you should receive your admission ticket at least one week prior to your scheduled test date. (You may also view and print your admission ticket via your online SLS account.) If there is an error on your ticket, please make the changes using the correction form attached to the ticket. Ticket corrections can either be mailed to ETS or turned in at the test center. You may also e-mail your corrections to ETS at [sls@ets.org](mailto:sls@ets.org). Please refer to the General Inquiries number on *page 5* if you do not receive an admission ticket (if you registered by mail or phone) or if you lose your ticket. If you register online, you **must** print your own admission ticket. If there is an error on the ticket you print, you can make changes to your personal information online. To change any other information, please contact customer service at 1-800-772-9476 (U.S., U.S. Territories, Canada) or 1-609-771-7395 (for all other locations). Please note that all requests must be made prior to the test date.

For additional information, see:

- Fees for Tests and Related Services (*page 6*)
- Changing Your Test Center or Test Date (*page 7*)
- Test Fee Refunds (*page 7*)
- Reporting Your Test Scores (*page 11*)

## TEST TAKERS WITH DISABILITIES

- ETS is committed to serving test takers with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the test. Nonstandard testing accommodations, such as Braille or large-print test materials, extended testing time, or an oral interpreter are available for test takers with disabilities who meet ETS requirements. For additional information on eligibility and the types of accommodations offered, please refer to the *Bulletin Supplement* (see below). If you are requesting nonstandard testing accommodations, you must register through ETS and have your accommodations approved prior to testing.
- The 2011–12 *Bulletin Supplement for Test Takers with Disabilities* for GRE®, TOEFL®, TSE®, and *The Praxis Series*™ tests contains information on eligibility, a list of accommodations offered by ETS, contact information, registration procedures, and forms. The *Supplement* should be used in conjunction with the information in this *Bulletin* and registration form(s) on the SLS website. To request a copy of the *Supplement*, contact SLS Disability Services. See “Disability Services” on *page 5*. The *Supplement*, *Bulletin*, and registration materials can also be downloaded at [www.ets.org/sls/disabilities](http://www.ets.org/sls/disabilities).
- To request a large-print copy of this *Bulletin* and the 2011–12 *Bulletin Supplement for Test Takers with Disabilities* for GRE, TOEFL, TSE, and *The Praxis Series*, contact ETS Disability Services. See “Disability Services” on *page 5*.

## TEST PREPARATION MATERIAL

ETS is committed to helping you do your best on the SLS tests by offering a variety of test preparation materials. ETS offers both free and affordably priced resources to help you study effectively and reduce anxiety. To see all test preparation materials available, see the back cover of this *Bulletin* or visit the SLS website at [www.ets.org/sls/prepare](http://www.ets.org/sls/prepare).

- Free **Test at a Glance** (TAAG) publications includes detailed test descriptions, sample questions with answers and explanations, and scoring guides for constructed-response questions to help you understand the criteria against which your responses will be evaluated.
- The **Reducing Anxiety** publication is a free practical guide to help students overcome test anxiety.
- A **Study Guide** is available for the School Leaders Licensure Assessment. The *Study Guide* that contain content outlines, test-taking strategies, study topics with sample questions and more.

## THE SCHOOL LEADERSHIP SERIES AT A GLANCE *(continued)*

### ON TEST DAY

- For computer-delivered testing, report to the test center at least thirty (30) minutes prior to your appointment. Plan to be at the test center for up to three (3) hours for the Kentucky Specialty Test of Instructional and Administrative Practices, five (5) hours for the Computer-Delivered School Leaders Licensure Assessment, and four (4) hours for the School Superintendent Assessment.
- For paper-delivered testing, please refer to the Test Day Schedule shown below. We encourage you to arrive early. If you arrive late, you may not be admitted, and your test fee will be forfeited.
- Please review the Identification (ID) Requirements on *pages 8–10*. We encourage you to collect the required documents prior to the morning of the test. If you arrive without the required ID documents, you will not be permitted to test.
- Please note: possession of or use of telephones, cellphones, BlackBerry devices, PDAs, or other electronic or photographic devices is prohibited in the test center and will result in your dismissal from the test, forfeiture of your registration and test fees, and cancellation of your scores by ETS even if dismissal is not enforced on the day of the test.

#### TEST DAY SCHEDULE FOR PAPER-DELIVERED TESTS All times except for reporting times are approximate.

School Leaders Licensure Assessment		School Superintendent Assessment		Kentucky Specialty Test of Instructional and Administrative Practices	
7:30 a.m.	Report for Test	7:30 a.m.	Report for Test	7:30 a.m.	Report for Test
10:50 a.m.	End of Module I	10:30 a.m.	End of Modules I & II	10:30 a.m.	End of Test
11:00 a.m.	Beginning of Module II	10:45 a.m.	Beginning of Module III		
12:40 p.m.	End of Module II	12:30 p.m.	End of Test		

**For other important information regarding test day, see**

- Identification (ID) Requirements (*pages 8–10*)
- Cancellation of Scores by You (*page 13*)
- Test Center Procedures and Regulations (*pages 10–11*)

## ABOUT THE SCHOOL LEADERSHIP SERIES ASSESSMENTS

The School Leadership Series consists of three assessments—the School Leaders Licensure Assessment, the Kentucky Specialty Test of Instructional and Administrative Practices, and the School Superintendent Assessment. These tests were developed to provide a thorough, fair, and carefully validated assessment for states to use as part of the licensure process for principals, superintendents, and school leaders. These tests reflect the most current research and professional judgement and experience of educators across the country, and they are based on both a national job analysis study and a set of standards for school leaders identified by the Interstate School Leaders Licensure Consortium (ISLLC). Please note: the School Leadership Series exams are printed and administered in English only.

### Testing Requirements

Each state agency that uses a School Leadership Series assessment determines its assessment needs for principals, superintendents, and other school leaders based on legislated requirements and/or state policy. Typically, the agency assembles a panel of principals, superintendents, other school leaders, and educational administration professors as appropriate to review the test specifications and make an initial determination of whether the assessment is appropriate for meeting that agency's goals. The test is then reviewed and validated for that state. If you are not

sure you have the latest information regarding state licensing requirements, check with the Department of Education or Educational Licensure Board in the state where you plan to work.

### Passing Scores

Each state choosing to use School Leadership Series assessments as part of the requirements for licensure of principals, superintendents, or other school leaders will determine a “passing” score that the state will apply to all test takers who wish to obtain a license.

To set a passing score, states must abide by rigorous industry standards to ensure that the score is appropriate and fair. The score is set by a panel of approximately 14 experts—most of whom are either principals, superintendents, or other school leaders—from diverse school backgrounds.

The panel reviews numerous examples of test takers' responses over the course of two days and works collaboratively to arrive at an appropriate passing score. The final decision is informed by the vision of school leadership embodied in the ISLLC Standards, as well as an awareness of the impact selection of various passing scores will have on the passing rate of the test taker population.

# CONTACT INFORMATION

## GENERAL INQUIRIES

### Phone:

1-800-772-9476 — U.S., U.S. Territories, and Canada  
1-609-771-7395 — all other locations  
Monday–Friday  
8:00 a.m.–7:45 p.m. EST

*Recorded information is available 24 hours a day if you use a touch-tone phone. Phones are busiest weekdays between 11:00 a.m. and 2:00 p.m. EST and all day on Monday.*

### E-mail:

sls@ets.org

### Website:

[www.ets.org/sls](http://www.ets.org/sls)

### Mail:

ETS–SLS  
PO Box 6051  
Princeton, NJ 08541-6051

*Use this address for general inquiries only. Do **NOT** mail check payments with registration forms to this address. See the registration form for mailing instructions.*

### Overnight Mail:

ETS–SLS  
Distribution and Receiving Center  
1425 Lower Ferry Road  
Ewing, NJ 08618

### Fax:

1-973-735-0384 or 1-609-530-0581

*Include the following information exactly as you entered it on your registration form or answer sheet: name, address, date of birth, test date, SLS candidate ID number, Social Security number (if previously supplied), and phone number (U.S. residents only).*

## DISABILITY SERVICES

To obtain information and registration materials, visit the School Leadership Series website or phone/mail/fax ETS:

### Phone:

1-866-387-8602 — U.S., U.S. Territories, and Canada  
1-609-771-7780 — all other locations  
Monday–Friday  
8:30 a.m.–5:00 p.m. EST

### TTY:

1-609-771-7714

### E-mail:

stassd@ets.org

### Website:

[www.ets.org/sls/sldsabl.html](http://www.ets.org/sls/sldsabl.html)

### Mail:

ETS–SLS  
Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054

### Fax:

1-609-771-7165

## TEST CENTER COMPLAINTS

### Paper-delivered Tests

ETS–SLS  
Test Administration Services  
Mail Stop 34-Q  
Princeton, NJ 08541-6051  
Fax: 1-609-771-7710

### Computer-delivered Tests

ETS–SLS  
Computer-delivered Testing Complaints  
PO Box 6051  
Princeton, NJ 08541-6051  
Fax: 1-609-530-0581

### E-Mail:

sls@ets.org

*Complaints should be received in writing no later than 7 business days after your test date. Complaints received after this period will not be accepted.*

*For additional information, see*

- ▶ Registering a Complaint (page 11)

## TEST QUESTION INQUIRIES

If you think there is an error in a test question that affects your response, tell the test administrator as soon as you finish the test, or immediately write to

ETS–SLS  
Test Question Inquiries  
PO Box 6667  
Princeton, NJ 08541-6667

*In your letter, state the name and address of the center, the test date and name of the test, the number and content of the question, and the section in which it appeared.*

## TEST PREPARATION RESOURCES

### Phone:

1-800-537-3161 — U.S., U.S. Territories, and Canada  
1-609-771-7243 — all other locations  
Monday–Friday  
8:00 a.m.–7:00 p.m. EST

### Website:

[www.ets.org/store.html](http://www.ets.org/store.html)

### Mail:

ETS–SLS  
PO Box 6000  
Princeton, NJ 08541-6000

## TEST REFUND REQUESTS

### Paper-delivered Tests

ETS–SLS  
Registration Refund  
PO Box 6051  
Princeton, NJ 08541-6051  
Fax: 609-530-0581

### Computer-delivered Tests

ETS–SLS  
Computer-delivered Test Refunds  
PO Box 6051  
Princeton, NJ 08541-6051

*For additional information, see*

- ▶ Canceling Your Registration/Requesting a Refund (page 7)
- ▶ Test Fee Refunds (page 7)

## TELEPHONE REREGISTRATION

1-800-772-9476 — U.S., U.S. Territories, and Canada  
1-800-275-1391 (TTY)  
Monday–Friday  
8:00 a.m.–7:45 p.m. EST

*For additional information, see*

- ▶ Telephone Reregistration (page 7)

## FILE CORRECTIONS

ETS–SLS  
PO Box 6052  
Princeton, NJ 08541-6052

*For additional information, see*

- ▶ File Corrections (page 7)

## SCORING SERVICES

### Scores By Phone:

1-877-ETS-TEACH (1-877-387-8322)  
U.S., U.S. Territories, and Canada  
1-800-275-1391 (TTY)  
7 days a week  
8:00 a.m.–9:30 p.m. EST  
1-609-771-7395 — all other locations  
Monday–Friday  
8:00 a.m.–7:45 p.m. EST

### Additional Score Reports:

1-800-772-9476 — U.S., U.S. Territories, and Canada  
1-800-275-1391 (TTY)  
Monday–Friday  
8:00 a.m.–7:45 p.m.

These scoring services are only available from a touch-tone phone if you have tested in the past ten (10) years and are paying by credit or debit card (American Express, Discover Network, JCB, MasterCard, or VISA). Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. To be sure that your request is completed, wait for confirmation before hanging up. Once your request is confirmed, changes cannot be made.

*Please have the following information ready when you call:*

- ▶ Social Security Number or Candidate ID Number
- ▶ Test Date
- ▶ Date of Birth

*For additional information, see*

- ▶ Scores By Phone (page 12)
- ▶ Additional Score Reports (page 12)
- ▶ Score Verification/Review Service (page 12)



# REGISTRATION INFORMATION



**Note:** Some states require a social security number (SSN) in order to process certification paperwork. Check your state's requirements at [www.ets.org/sls/states](http://www.ets.org/sls/states) to see if your state requires a SSN with your test score reports. ETS does not require your SSN for its own purposes, but will submit it to your state agency with your test results. Failure to provide your SSN could delay your state's processing of your certification application.

## Fees for Tests and Related Services

\$ 50 Registration fee for paper-delivered tests only (nonrefundable, charged once per testing year, September 1 – August 31)

### INDIVIDUAL TEST FEES

#### Paper-delivered Tests

- \$ 80 Kentucky Specialty Test of Instructional and Administrative Practices
- \$ 325 School Leaders Licensure Assessment
- \$ 255 School Superintendent Assessment

#### Computer-delivered Tests

- \$ 375 School Leaders Licensure Assessment
- \$ 80 Kentucky Specialty Test of Instructional and Administrative Practices

### SPECIAL SERVICES

- \$ 45 Extended registration (Paper-delivered tests)
- \$ 75 Emergency registration (Paper-delivered tests)
- \$ 45 Test, test center, or test date change (Paper-delivered tests)
- \$ 35 Telephone reregistration (Paper-delivered tests)
- \$ 30 Scores-by-phone (per request)
- \$ 40 Additional score reports (each)
- \$ 55 Score verification for SLLA (1011)
- \$ 80 Score verification for SSA (1020)
- \$ 40 Score Verification for Kentucky Principals' Test (1015)

Fees are subject to change without notice. The above amounts are exclusive of any Value Added or similar taxes, which will be added to these amounts, if applicable.

## Preferred Forms of Payment

- ▶ Credit or Debit Card (American Express, Discover Network, JCB, MasterCard, or VISA) Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. ETS reserves the right to add or remove online payment methods at its own discretion and without notice.
- ▶ Money Order
- ▶ Bank Check
- ▶ U.S. Postal Service Money Order

## Other Payment Policies

- ▶ All fees are stated in U.S. dollars.
- ▶ All payments must be for the full amount.
- ▶ Payments made by check or money order should be made payable to ETS—The School Leadership Series.

*If paying by check, please comply with the following:*

- ▶ Bank name and its address should be preprinted on the face of the check.
- ▶ Check must have a preprinted check number.
- ▶ Check must include Candidate or Payee name and address.

- ▶ Check date CANNOT be over 90 days old.
- ▶ Checks missing the preprinted name and address, and checks with typewritten names, are not acceptable.
- ▶ A check in U.S. dollars must be drawn on a bank in the U.S. or Canada. Checks payable in other currencies must be drawn on banks in the same countries as the currencies. By sending your check, be aware that you are authorizing ETS, at its discretion, to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added.
- ▶ If you do not have sufficient funds in your account, your scores will be withheld, you will be unable to register for additional tests, and an additional service fee of \$20 will be added to your account. You will receive your scores as soon as the total outstanding balance has cleared. Contact ETS to learn about other payment options if you prefer not to have your check used in this way.
- ▶ If you do not include the correct fee, your registration or service request will be returned.
- ▶ Services may be withheld for nonpayment of fees.
- ▶ There are no refunds for registration and service fees.
- ▶ Refunds will be made in U.S. dollar denominations.
- ▶ Credit or debit cards may also be used for services ordered directly from ETS—The School Leadership Series.
- ▶ There is a \$20 fee for a declined credit card.
- ▶ Cash payments cannot be accepted.

## Registration Options

### MONDAY TESTING (PAPER-DELIVERED TESTS)

Monday testing will be arranged only for those whose religious convictions prevent them from testing on Saturday or those who are members of the U.S. armed forces and have duties which prevent them from testing on Saturday. Mail your registration form, fees, and either a letter signed by your cleric on letterhead stationery confirming your affiliation with a recognized religious body whose convictions prevent you from testing on Saturday or a copy of your military duties. Your registration must be received by the Monday registration deadline listed on the back cover of this *Bulletin*. Leave the code number blank in the Test Center section on the registration form, but indicate the city and state where you wish to test. You will be assigned to the closest available center within 125 miles of locations that are scheduled for Saturday test dates. No standby testing is permitted.

### IF YOUR PRIMARY LANGUAGE IS NOT ENGLISH (PLNE)

Nonstandard test accommodations (extended testing time) may be available for test takers whose primary language is not English. Test takers who meet ETS requirements will be allowed 50 percent additional testing time.

**Because of the time needed to review documentation and limited space and test materials at the test center, PLNE accommodations are NOT available for emergency registration. Once PLNE accommodations are approved, test changes and/or additions, or test center changes, are not permitted.**

### How to Register for PLNE

Your request must include the following:

1. A completed Certification of Documentation form (*page 16*). The Program has the right to request further verification, if needed, of the professional's credentials and expertise relevant to the Certification of Documentation form. An embossed school seal must be affixed over the signature on the Certification of Documentation form or the signature must be notarized.

## REGISTRATION INFORMATION *(continued)*

2. A completed Eligibility Form for Test Takers Whose Primary Language Is Not English (*page 17*). **It is necessary to complete this form each time you register for PLNE accommodations.**
3. A completed registration form and appropriate fees. All materials must be submitted together and received at ETS by the EXTENDED registration deadlines listed on the registration calendar on the back cover of this *Bulletin*. Requests received at ETS after these dates, incomplete requests, and requests received on outdated forms will be returned to you unprocessed. All documentation must be approved before the test administration date. The Program will make every effort to evaluate all requests in a timely manner. If further verification of the professional's credentials and expertise relevant to the documentation submitted is needed, it is possible that testing will be delayed until the next applicable test date. Because of ETS's need to review documentation in order to provide accommodations, all test takers must register through ETS.

### **Special Instructions for Completing the Registration Form**

Refer to the registration calendar on the back cover of this *Bulletin* to select your test date and check this date on your registration form. You may register only for a PLNE test date. **PLNE is offered on the following test dates: September 17, 2011; January 14, 2012; April 28, 2012; and June 9, 2012.**

Using the PLNE Test Center List on the SLS website, write the test center code, name, and location in the Test Center section of the registration form. **Please pay particular attention to PLNE test locations. PLNE testing is not offered at all test centers.**

If you are paying with a paper check, all documents must be sent together in an envelope to ETS-SLS, PO Box 382065, Pittsburgh, PA 15251-8065. If you prefer to provide credit or debit card information to pay, PLEASE mail all documents to ETS-SLS, PO Box 6051, Princeton, NJ 08541-6051.

ETS recognizes the right of individuals to confidentiality with regard to documentation supplied by and about them that may be stored in files held by ETS and the concomitant responsibility of ETS to safeguard information in its files from unauthorized disclosure.

### **Reregistration**

If you have previously registered and your request for accommodations has been approved by ETS, you may request the same testing accommodations for subsequent test dates. **To reregister, submit a completed Eligibility Form (*page 17*) indicating your candidate ID number and test date for which documentation was approved and on file at ETS, a registration form, and appropriate fees by the registration deadlines.** You can also reregister by telephone (*see below*). If reregistering by phone, you do not need to submit the Eligibility Form.

### **TESTING OUTSIDE THE UNITED STATES (PAPER-DELIVERED TESTS)**

Testing outside the United States is available only if you need to take a test to be eligible for employment or certification.

- ▶ To request a test center other than one of those listed on the SLS website, submit a letter with your registration form specifying the reason you need to take the test and the agency requiring the scores.
- ▶ On the registration form, fill in the test date you want. Leave the line provided for a test center name blank and write on the line below the city and country most convenient to you.
- ▶ ETS must receive all materials by the deadline for requesting centers outside the United States and U.S. Territories (*see back cover*).

### **TELEPHONE REREGISTRATION (PAPER-DELIVERED TESTS)**

**Fee: \$35 (in addition to registration and test fees)**

This service is for those who have previously registered for a School Leadership Series test and wish to reregister by telephone. This

service may be used to register for domestic centers only up until the extended registration closing date. When registering for Monday testing, you may use this service until the Monday deadline (*see back cover*).

### **EMERGENCY REGISTRATION (PAPER-DELIVERED TESTS)**

**Fee: \$75 (in addition to registration and test fees)**

This service is for test takers who need to register to test but have missed the regular and extended registration deadlines. Emergency registration will guarantee test takers a seat at a test center. Because of the amount of time needed to review documentation, this service is not available for test takers who require nonstandard testing accommodations, PLNE accommodations, Monday testing, or those testing outside the continental U.S. Registration can ONLY be done on the SLS website at [www.ets.org/sls/register](http://www.ets.org/sls/register). You may register for this service until the emergency registration deadline (*see back cover*). **Standby testing is no longer permitted.**

### **CHANGING YOUR TEST CENTER OR TEST DATE (PAPER-DELIVERED TESTS)**

**Fee: \$45**

If you wish to change your test center, call ETS by the **EMERGENCY** registration deadline listed on the back cover of this *Bulletin*. Test date change requests must be received **no later than three full days** prior to your test date. You can also download a Test Center and Date Change Request form from the SLS website at [www.ets.org/sls/register/cancel\\_change](http://www.ets.org/sls/register/cancel_change) and mail it to ETS along with the fee. If you registered for PLNE accommodations, you may not change your test center.

If you are unable to request a test center change before the actual test date, you may go to your preferred site on the test day and make a request. If possible, you will be accommodated. However, if you wait until test day, we **cannot guarantee** that your request can be met.

### **File Corrections**

After the test administration, score reports requiring corrections for date of birth, social security number, spelling of name, or other information will require file corrections. As a part of this service, you may have your scores sent to one institution or agency.

- ▶ You may not change your name on the file, only correct the spelling.
- ▶ If an adjustment to your social security number is required, please include a clear copy of your social security card. You may not change your social security number on file, only make corrections.

### **Canceling Your Registration/ Requesting a Refund**

To cancel a test registration and request a refund (registration fee is nonrefundable):

- ▶ Complete the Refund Request Form which is downloadable from the SLS website at [www.ets.org/sls/register/cancel\\_change](http://www.ets.org/sls/register/cancel_change).
- ▶ Fill in the name of the test(s) canceled; your name, address, and phone number; date of birth; your Candidate ID; and the canceled test date.
- ▶ Mail the form to SLS, Registration Refund, PO Box 6051, Princeton, NJ 08541-6051, USA.

The request **must** be received **no later than three full days** prior to your test date.

See "Changing your Test Center or Test Date" above for **rescheduling** information.

### **Test Fee Refunds**

If you are absent from or arrive too late to the test at the test administration for which you are registered, you will not be entitled to any refund.

Refunds will be in U.S. dollars. If original payment was drawn on

## REGISTRATION INFORMATION *(continued)*

a U.S. domestic bank, please allow eight (8) weeks after your canceled test date for your refund to be processed. If original payment was made in non-U.S. funds drawn on a bank outside the U.S., please allow twelve (12) weeks. Payments made by credit card will be credited back to that account. Registration and/or service fees are nonrefundable.

To request a refund for a canceled test, see the instructions provided above, under “Canceling Your Registration/Requesting a Refund.”

If you reregister for a test before you know the results of a prior test, and subsequently receive a passing score for that test, you will automatically receive a full refund. You do not need to submit a request for a refund.

### Test Retake Policy

#### COMPUTER-DELIVERED TESTS

You may take each computer-delivered test only once per 30 consecutive days, not including the day of your test. If you wish to

retest, you must choose a test date that is more than 30 days after your previous test date. If you violate this restriction, the scores from your retest will not be reported and your test fees will not be refunded. This applies even if you cancelled your scores on a test taken previously.

#### PAPER-DELIVERED TESTS

The School Leadership Series Program does not limit the number of times you can retake a paper-delivered test. However, some states, associations, and institutions may limit the number of times you can retest. Contact your state licensing agency to confirm their retest requirements.

## ON TEST DAY

### Identification (ID) Requirements

All test takers are responsible for bringing valid and acceptable identification each time they report to a test center. It is your responsibility to ensure that your ID documents are up-to-date and available on the day of the test.



**Your ID requirements depend on your country of citizenship and where you plan to test. Please read the specific section for acceptable primary and supplemental ID documents and allowed exceptions.**

- ▶ You are responsible for ensuring that the name you used to register **exactly** matches the name on the ID document(s) you will present at the test center.
- ▶ If the test administrator questions the ID you present, you may be required to provide supplemental ID. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.
- ▶ All test takers are encouraged to bring at least two forms of acceptable ID each time they report to a test center. Prior admission to a test center based on a given ID document does not assure that that document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.
- ▶ Admission to the test center does not assure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity either during or after the test administration. ETS reserves the right to withhold and/or cancel scores in the event that the ID requirements set forth herein are not met.
- ▶ You may be required to show your ID and/or to sign a test center log at various points throughout the test administration.
- ▶ Your test fees will not be refunded if you are not permitted to test or if your scores are withheld or canceled because of invalid or unacceptable ID.

### ID DOCUMENT REQUIREMENTS

With few exceptions, ID documents must meet *all* of the following requirements. Each ID document must:

- ▶ be an **original** document; photocopied documents are not acceptable
- ▶ be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- ▶ bear the test taker's **full name** *exactly* as it appears on the admission ticket
- ▶ bear a recent **photograph** that clearly matches the test taker
- ▶ bear the test taker's **signature**

See “Unacceptable ID Documents” on page 9.

#### **See Exceptions and Requirements on page 9 if:**

- ▶ you are testing in Mainland China, Bangladesh, India or Pakistan
- ▶ you are testing outside your country of citizenship
- ▶ you are a U.S. Non-Citizen testing within the U.S.
- ▶ you are a Citizen of European Union and Schengen Zone Countries
- ▶ you have a two-part last name
- ▶ you are in the process of renewing your driver's license
- ▶ you are in the military and your Military ID does not contain your signature
- ▶ you have been granted political asylum or refugee status
- ▶ you have *any* questions about the acceptability of your ID document(s)

### ACCEPTABLE PRIMARY ID DOCUMENTS

The following ID documents are acceptable for admission to a test center within your country of citizenship:

- ▶ Passport
- ▶ Government-Issued Driver's license
- ▶ State or Province ID card (including those issued by the motor vehicle agencies)
- ▶ National ID card
- ▶ Military ID card



## SUPPLEMENTAL ID DOCUMENTS

- ▶ You may be required to provide a supplemental ID if the test administrator questions your primary ID document and/or if your primary ID document is otherwise acceptable but does not bear your full name, photograph or signature.
- ▶ Supplemental ID documents may *not* be used to resolve last name discrepancies. The last name on your primary ID *must* match the name on your admission ticket.

The following ID documents are generally acceptable as supplemental ID:

- ▶ **Government-issued ID card** (including, but not limited to, those listed under Primary ID Documents earlier in this section)
- ▶ **Student ID card**
- ▶ **Confirmation of identity letter from your educational institution.** This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements listed earlier in this section, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph. Such letters are valid for only one year from the date issued.

## UNACCEPTABLE ID DOCUMENTS

The following documents are *not* acceptable as primary or supplemental ID under any circumstances:

- ▶ Any document that is photocopied or expired
- ▶ Any document that does not bear your last name exactly as it appears on the admission ticket
- ▶ International driver's license
- ▶ Draft classification card
- ▶ International student ID
- ▶ Credit/debit card of any kind
- ▶ Notary-prepared letter or document
- ▶ Birth certificate
- ▶ Social Security card
- ▶ Employee ID card
- ▶ Any Temporary ID card
- ▶ Diplomatic, consulate or embassy ID card

## Exceptions and Requirements:

### TESTING IN MAINLAND CHINA

- ▶ Citizens of Mainland China, Hong Kong and Macau must present a valid National ID Card as their primary ID document. There are no exceptions to this policy. The Second Generation National ID Card is preferred.
- ▶ Citizens of Taiwan must present their Travel Permit to Mainland China.
- ▶ Citizens from all other countries and locations must present a valid passport.

### TESTING IN BANGLADESH, INDIA AND PAKISTAN

You **MUST** present a valid passport with your name, photograph and signature as your primary ID document. There are no exceptions to this policy.

### TESTING OUTSIDE YOUR COUNTRY OF CITIZENSHIP

- ▶ You must present a valid **passport** with your name, photograph and signature as your primary ID document. See **"Primary ID Documents" on the preceding page.**
- ▶ Non-U.S. citizens testing within the U.S. must present a passport that meets all of the ID document requirements listed earlier in this section.

- ▶ If your passport is **not written in English-language letters**, you must also present as supplemental ID at least one of the documents listed under Supplemental ID Documents earlier in this section.
- ▶ Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.
- ▶ If your passport is **not written in English-language letters**, you must also present a supplemental ID that contains your name, a recent, recognizable photo and is in English.
- ▶ The following documents may be acceptable for admission if presented along with at least one of the documents listed under Supplemental ID Documents earlier in this section.
- ▶ Permanent Resident Card/Resident Alien Card (Form I-551 or I-151)
  - Temporary Resident Card (Form I-688)
  - Employment Authorization Card (Form I-688A, I-688B or I-766)
  - Mexican Border Crosser Card (This form of ID may be accepted only at test centers within 25 miles of the Mexican border.)

## TESTING IN EUROPEAN UNION/SCHENGEN ZONE COUNTRIES

- ▶ If you are testing in a European Union or Schengen Zone country other than the one where you reside, you can use your valid national or European identity card, if you have one. The card must contain your name; a recent, recognizable photo; your date of birth; and your signature.
- ▶ If your ID is not written in English-language letters and the test administrator cannot read the language in which it is written, you may not be permitted to take the test.

## TWO-PART LAST NAME

If the ID document you will present on the day of the test contains a two-part last name, your admission ticket must **exactly** match your ID. You cannot use a supplemental ID to resolve last name discrepancies.

## DRIVER'S LICENSE RENEWALS

- ▶ If you are in the U.S. military and your driver's license has an official extension sticker validating that your driver's license has been extended, this can be used as supplemental ID along with your U.S. Military ID.
- ▶ If the examinee is in the U.S. military, and the expiration of his or her driver's license has been extended or deferred by the issuing state, the license can be used as supplemental ID along with the examinee's U.S. Military ID. Depending on the state, the extension or deferral may consist of either a sticker affixed to the license, the designation "military" printed in place of an expiration date, or a separate document carried with the license, usually with a notation that the driver's license is valid until a specific time period after discharge from service.
- ▶ If your driver's license has expired but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable if the names on both documents match exactly. If you are issued a temporary paper license in lieu of a renewal certificate, that is acceptable only if it is accompanied by a supplemental ID.

## MILITARY ID WITHOUT SIGNATURE

If your Military ID does not contain your signature, you must present a supplemental ID.

## POLITICAL ASYLUM OR REFUGEE STATUS

If you have been granted political asylum or refugee status, you *must* contact the ETS Office of Testing Integrity *before* you register to test. If you do not contact this office before you register and therefore are not permitted to test or your test scores are withheld, your test fees will not be refunded.

For general questions about acceptable ID, call:  
**1-800-772-9476** (U.S., U.S. Territories, and Canada)  
**1-609-771-7395** (all other locations)

## ON TEST DAY (continued)

You must contact the ETS Office of Testing Integrity before you register if you:

- ▶ Have been granted political asylum
- ▶ Have been granted refugee status
- ▶ Cannot meet the specified ID requirements
- ▶ Have questions about ID



Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any observed behavior that may lead to an invalid score—for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held in strictest confidence.

Phone: 1-800-353-8570 (United States only)  
1-609-406-5430 (all other locations)  
Fax: 1-609-406-9709  
E-mail: [TSReturns@ets.org](mailto:TSReturns@ets.org)



Phone: 1-609-406-5430  
Fax: 1-609-406-9709  
E-mail: [TSReturns@ets.org](mailto:TSReturns@ets.org)

If you do not contact the ETS Office of Testing Integrity before registering and are not permitted to test, you will forfeit your registration and test fees.

## Test Center Procedures and Regulations

### GENERAL GUIDELINES FOR TEST DAY

#### COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

- ▶ Dress so that you can adapt to any room temperature.
- ▶ Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress.
- ▶ ID verification at the test center may include thumb printing, photographing, videotaping, or some other form of electronic ID confirmation. If you refuse to participate, you will not be permitted to test and you will forfeit your registration and test fees. This is in addition to the requirement that you must present acceptable and valid identification.
- ▶ ETS reserves the right to ensure the security of test content by using electronic detection scanning devices (e.g., hand-held metal detectors/wands). Failure to comply may result in dismissal from the test and forfeiture of your test fees.
- ▶ You may not have access to your personal items during the test. Failure to comply with these regulations may result in you being dismissed from testing, and/or your scores may be canceled.  
**Please note: possession of or use of telephones, cell phones, BlackBerry devices, PDAs, or other electronic or photographic devices is prohibited in the test center and will result in your dismissal from the test, forfeiture of your registration and test fees, and cancellation of your scores by ETS even if dismissal is not enforced on the day of the test.** If you are seen using any of these electronic devices and/or transmitting data, including but not limited to text messaging, e-mail, or photographs, your device may be confiscated or inspected.
- ▶ Test centers assume no responsibility for personal items that you choose to bring into the test center.
- ▶ The test administrator will assign you a seat.
- ▶ On occasion, weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test.

### DURING THE TEST

#### COMPUTER-DELIVERED TESTS

The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out, and includes breaks.

- ▶ If you requested and received an authorization voucher from ETS, you must take it with you to the test center.
- ▶ You will be required to write (not print) and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you may not be allowed to test and your fees will NOT be refunded.
- ▶ You will be required to sign the test center log before and after the test session and any time you leave or enter the testing room.
- ▶ Other than ID, personal items (such as handbags and study materials) are not allowed in the testing room. Before the test, you will be assigned a locker or receive instructions from test center personnel regarding where you must store personal items. You may also be asked to empty your pockets. Storage space is limited, so plan accordingly. You may not have access to your personal items during the test or break.
- ▶ The administrator will provide you with scratch paper that may be replaced after you have used all pages of the scratch paper initially given to you. You may not take your own scratch paper to the test, nor may you remove scratch paper from the testing room at any time. The scratch paper is provided to assist test takers in working out problems and for appropriate note-taking during the timed sections of the test. Scratch paper should NOT be used during the untimed sections or during breaks.
- ▶ You may be asked to remove your watch and to store it during the test administration.
- ▶ If you need to leave your seat at any time other than a scheduled break, raise your hand; timing of the section will not stop.
- ▶ If at any time during the test you have a problem with your computer, or for any reason need the administrator, raise your hand.
- ▶ Testing premises are subject to videotaping.
- ▶ The maximum time allotted for the tutorial and/or other untimed sections prior to the test is 30 minutes. The purpose of the tutorial and/or other untimed sections prior to the test is to become familiar with the computer functions and other important information that will make your computer-delivered test experience as convenient as possible. The time you spend on the tutorial and/or other untimed sections should not be for any other purpose. You may not use scratch paper during this time. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the test administration if you fail to follow the test administrator's directions.

## ON TEST DAY *(continued)*

### PAPER-DELIVERED TESTS

The following procedures and regulations apply during the entire test session, which begins when you are admitted to the test center, ends when you leave the test center, and includes breaks.

- ▶ Administrators will not honor requests for schedule changes.
- ▶ Take your admission ticket and photo ID to the test center.
- ▶ Take three or four sharpened soft-lead (No. 2 or HB) pencils, a good eraser, and a blue or black pen. Mechanical pencils cannot be used. Pencils, erasers, and pens will not be supplied at the center.
- ▶ No test taker will be admitted after test materials have been distributed.
- ▶ Paper of any kind is not permitted in the testing room.
- ▶ You must have the administrator's permission to leave the room during the test. Any time lost cannot be made up.
- ▶ You may wish to pace yourself with your own watch, but the administrator is the official timekeeper. You will not be permitted to continue the test or any part of it beyond the established time limit. Watch alarms and clocks on cell phones are not permitted. You may be asked to remove your watch and store it during the test administration.
- ▶ Answers to multiple-choice questions recorded in the test book will not be scored. You may use the test book to work out your answers, but you must mark all your answers on the separate answer sheet before time is called. Answers to constructed response questions or essays should be written on the indicated pages or answer sheet.
- ▶ At the conclusion of the test you will be required to return your test book and answer sheet to the test administrator. These materials are the property of ETS.

### DISMISSAL FROM A TEST CENTER

A test administrator is authorized to dismiss you from a test session and/or your scores will be canceled by ETS for actions such as, but not limited to, the following:

- ▶ attempting to take the test for someone else or having someone else take the test for you
- ▶ failing to provide acceptable identification
- ▶ obtaining improper access to the test, a part of the test, or information about the test
- ▶ using or having a telephone, cell phone, PDA, BlackBerry® device, or other electronic or photographic device in your possession. Such devices are strictly prohibited at the test center. If you take these devices into the test center, you will be dismissed from the test, forfeit your registration and test fees, and ETS will cancel your scores even if dismissal is not enforced on the day of the test. Test centers and ETS assume no responsibility for personal items that you choose to bring into the test center.
- ▶ using any aids in connection with the test, such as: mechanical pencils, pens, pagers, beepers, calculators, watch calculators, books, pamphlets, notes, rulers, highlighter pens, stereos or radios with

headphones, telephones, cell phones, watch alarms (including those with flashing lights or alarm sounds), stop watches, dictionaries, translators, compasses, protractors, rulers, and any hand-held electronic or photographic devices

- ▶ creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator and ETS have sole discretion in determining what constitutes disruptive behavior.)
- ▶ attempting to give or receive assistance. Discussion or sharing of test content or answers during the test administration, during breaks, or after the test is prohibited. Communication in any form is not permitted during the test administration.
- ▶ removing or attempting to remove test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.
- ▶ bringing a weapon or firearm into the test center
- ▶ bringing food, drink, or tobacco into the testing room
- ▶ leaving the test center vicinity during the test session or during breaks
- ▶ leaving the testing room without permission
- ▶ leaving the testing room before the test session is dismissed (except for an unscheduled break during the test session)
- ▶ taking excessive or extended unscheduled breaks during the test session. Test center administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- ▶ referring to, looking through, or working on any test, or test section, **when not authorized to do so**, or working after time has been called
- ▶ failing to follow any of the test administration regulations contained in this *Bulletin*, given by the test administrator, or specified in any test materials

ETS reserves the right to take all action—including, but not limited to, barring you from future testing and/or canceling your scores—for failure to comply with test administration regulations or the test administrator's directions. If your scores are canceled, they will not be reported, and your registration and test fees will not be refunded.

### REGISTERING A COMPLAINT

If you think conditions at the test center were such that you were unable to perform satisfactorily, you may cancel your score(s). You may also request a retest. However, ETS will investigate before responding to your request. Complaints need to be received in writing no later than seven (7) business days after the administration. Complaints received after this period will not be accepted. Please see *page 5* for additional information. Also, please note that retests cannot be offered once scores for a specific test date have been reported.

## SCORES & SCORE REPORTS

### Reporting Your Test Scores

#### COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

If you test in Arkansas, District of Columbia, Indiana, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, New Jersey, North Carolina, Pennsylvania, Tennessee, Utah, or Virginia, a copy of your scores will automatically be sent to that state's credentialing agency for school principals and superintendents.

### COMPUTER-DELIVERED TESTS

Your official scores will be supplied to your score recipients and available to you online approximately 15 business days after you take the test. Scores for tests that are administered during a specific testing window will be available by web 10–15 days after the testing window closes (regardless of the specific day on which you tested within that window). Access your scores online at [www.ets.org/sls](http://www.ets.org/sls) by logging into the account you created when you registered. If you did not register



## SCORES & SCORE REPORTS (continued)

online, you will have to create an online account in order to access your scores. Score reports will be available for forty-five (45) calendar days from the score reporting date. We recommend that you print or save a copy of your score reports for your records.

### PAPER-DELIVERED TESTS

Your official scores will be supplied to your score recipients and available to you online approximately four weeks after the test date. Access your scores online at [www.ets.org/sls](http://www.ets.org/sls) by logging into the account you created when you registered. If you did not register online, you will have to create an online account in order to access your scores. Score reports will be available for forty-five (45) calendar days from the score reporting date. We recommend that you print or save a copy of your score reports for your records.

ETS does everything possible to report your scores in a timely manner. Please note that your scores may be delayed if you do not:

- ▶ Fill out your answer sheet properly and grid the correct ovals
- ▶ Provide the same identifying information on your registration form and answer sheet
- ▶ Write your constructed response or essay on the assigned page

For each test date, a copy of your scores will be sent to up to three score recipients.\* In order for your attending institution (college or university where you received training that most closely relates to the test(s) you are taking) to receive a copy of your score report, you MUST list that institution as a score recipient. Individual score reports are NOT sent to attending institutions unless they are designated as a score recipient. Your scores for a specific test will be sent to a designated recipient only if that institution or agency is eligible to receive those test scores. Score reports will list your current score and highest score you have ever earned on the School Leaders Licensure Assessment or the School Superintendent Assessment.

You will receive passing score information on your score report for those score recipients or the state agency designated on your registration form. If you list an institution as a score recipient, you will receive passing score information for the state agency in which the institution is located. Your score report will provide you with the passing score set by the credentialing agency for the School Leaders Licensure Assessment or School Superintendent Assessment and tell you whether or not you met that score. The passing score information is based on the most recent information The School Leadership Series program has for each agency. Score recipients you choose on the registration form and the Additional Score Report Request form will receive passing score information that is pertinent only to them. They will not receive passing score information for other agencies, associations, or organizations.

Official score reports will not be released if you have an outstanding balance, which may include an outstanding balance for previous services from The School Leadership Series.

Scores from the 2011–12 testing year will be available for reporting on additional score reports for ten years. Test taker background data will be retained for the same time period. Detailed information from current score reports is available for only three months after the scores are initially reported.

For more information about your scores, you may download *Understanding Your School Leadership Series Scores* from the SLS website at [www.ets.org/sls/scores/understand](http://www.ets.org/sls/scores/understand).

\* ETS reserves the right to refrain from sending score reports

- (1) to entities that have been found to violate the Guidelines for Proper Use of The Praxis Series and Related Assessments and
- (2) to entities against which complaints of violation have been made pending completion of ETS's inquiry into the claimed violations.

## Scoring Services

### SCORES BY PHONE

Fee: \$30 per request

Score reports from The School Leadership Series tests will be available approximately four (4) weeks after your test date. If you want to know your scores sooner, call any time on or after the dates below. Scores are available through this service for tests taken over the past 10 years.

To use this service, you need to have your social security or candidate ID number, test date, and date-of-birth information.

PAPER-DELIVERED TEST	TEST DATE	CALL ON OR AFTER
Paper-Delivered Test	September 17, 2011	October 14, 2011
Paper-Delivered Test	November 12, 2011	December 9, 2011
Paper-Delivered Test	January 14, 2012	February 10, 2012
Paper-Delivered Test	April 28, 2012	May 25, 2012
Paper-Delivered Test	June 9, 2012	July 6, 2012
Computer-Delivered Test	By Appointment	Call on or After: 15 business days after the testing window closes

### ADDITIONAL SCORE REPORTS (ASRs)

#### (COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS)

Fee: \$40 each

At your request, ETS will send your scores and reportable background information to additional institutions or agencies. You may complete your request online at [www.ets.org/sls/scores/add\\_reports](http://www.ets.org/sls/scores/add_reports), by mail, phone, or fax. To make an ASR request online, log in or set up an account on the SLS online registration site. Click on "Order Additional Score Reports" under "My Test Registrations and Orders" section. Follow the online instructions to complete your order. To request an ASR by mail or fax, download and complete the Additional Score Report form located on the Web at [www.ets.org/sls/scores/add\\_reports](http://www.ets.org/sls/scores/add_reports). Telegram requests will not be processed. ETS will process your score report (indicating only the highest score earned on each test) within 10 working days after your request and payment are received.

When you ask ETS to send additional score reports to institutions or agencies, you automatically authorize ETS to report your highest score. (Scores will be sent to a recipient only if that recipient is eligible to receive those scores.)

If scores have not been reported from a current administration and you want the institutions or agencies listed on your Additional Score Report Request form combined with those listed on your registration form, check the appropriate box on the form. Current and highest scores will then be reported to all recipients requested.

You will automatically receive a copy of your score report confirming that your score report was sent.

### SCORE VERIFICATION/REVIEW SERVICE

#### (COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS)

Fee: SLLA (1011) - \$55

SSA (1020) - \$80

All constructed-response and essay readers have been carefully trained and follow strict scoring procedures. Each test that contains one or more constructed responses or essays is scored by more than one reader. However, if you feel that your score on the School Leaders Series Assessment and/or the School Superintendent Assessment does not accurately reflect your performance, you may request a score review of your test. (NOTE: Multiple-choice questions on computer-delivered tests are not available for score verification because they have already been scored twice—initially at the test center, then they were transmitted to ETS where they were verified.)



## SCORES & SCORE REPORTS (continued)

To have a score reviewed, download and complete the Score Verification Request form from the SLS website at [www.ets.org/sls/about/downloads](http://www.ets.org/sls/about/downloads) and send it to ETS with the proper fee. **Your request must be received within four months of the test date.** If there is a change in your reported score, the revised score (which may be higher or lower than your originally reported score) will be reported to you and to the recipients of the original score, and your verification fee will be refunded. Your test books and answer sheets are not available for disclosure. Please note that your score for a specific test will be reviewed only once.

### Cancellation of Scores by You

If you feel you did not perform to your potential on a test, you have the option of cancelling your scores before they are reported.

#### COMPUTER-DELIVERED TESTS

You may cancel your score for a computer-delivered SLS test at the end of the test session, but before viewing your unofficial score on the screen. (Note: not all SLS tests offer the opportunity to view unofficial scores at the end of a testing session. If an unofficial score is not provided for your test, it means that further analysis must be conducted before scoring can be completed. This does NOT indicate any problem with the administration of your test and will NOT result in any delay of the reporting of your official score.)

You may also cancel your scores by either stopping/quitting your test before you complete it or by submitting a Request for Score Cancellation Form at the test center before you leave.

Once your scores have been cancelled, they will not be reported, and they cannot be reinstated on your record. You will not receive a refund if you choose to cancel your scores.

#### PAPER-DELIVERED TESTS

To cancel your scores for a paper-delivered test, download and complete the Request for Score Cancellation form from the SLS website at [www.ets.org/sls/scores/reports#cancel](http://www.ets.org/sls/scores/reports#cancel) and send it to ETS within one week after the test date. (ETS cannot honor requests to have scores from previous test administrations deleted from your permanent records.) You will not receive a refund of any fee when you cancel your scores. Once scores have been canceled, they will not be reported, nor will they be reinstated on your record.

### Cancellation of Scores by ETS

#### COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS's standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in ETS's judgment, a **testing irregularity occurs**, there is an apparent **discrepancy in a test taker's identification**, the test taker engages in **misconduct** or **plagiarism**, or the score is **invalid** for another reason. Reviews of scores by ETS are confidential. When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled, but it does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

#### Testing Irregularities

"Testing Irregularities" refers to problems with the administration of a test. Testing irregularities may result from actions of test takers, test center personnel, ETS, or from man-made causes. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials (e.g., improper or damaged test forms), and

defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters or other emergencies). When testing irregularities occur, ETS may decline to score the test, or cancel the test score. When, in ETS's judgment, it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible, without charge.

#### Identification Discrepancies

When, in ETS's judgment, or the judgment of test center personnel, there is a discrepancy in a test taker's identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or cancel the test score if the documents completed on test day cannot be authenticated. If scores are canceled by ETS, the test fees will not be refunded.

#### Misconduct

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or ETS may decline to score the test, or cancel the test score. Misconduct includes, but is not limited to, noncompliance with the "Test Center Procedures and Regulations," pages 10–11 of this *Bulletin*. Test takers whose scores are canceled will forfeit their registration and test fees. No record of score cancellations, or the reason for cancellation, will appear on their future score reports sent to colleges and universities.

#### Invalid Scores

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Substantial evidence means evidence that is sufficient to persuade a reasonable person; the substantial evidence standard is lower (i.e., requires less proof) than reasonable doubt, clear and convincing, and preponderance of evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns, and inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS's concerns, considers any such information submitted, and offers the test taker a choice of options. The options may include voluntary score cancellation, a free retest, or arbitration in accordance with ETS's standard Arbitration Agreement. In addition, the test taker is sent a copy of a booklet, *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (This booklet is available to any test taker at any time on request from the ETS Office of Testing Integrity. Call 1-800-353-8570 or e-mail [TSReturns@ets.org](mailto:TSReturns@ets.org).)



**Note: The retest option is available only to test takers in the United States and Canada. The arbitration option is available only for tests administered in the United States.**

Your essay responses on the writing section will be reviewed by experienced essay readers during the scoring process. ETS reserves the right to cancel test scores of any test taker when an essay response includes any of the following:

- ▶ text that is unusually similar to that found in one or more School Leaders Licensure Assessment and/or School Superintendent Assessment essay responses;
- ▶ quoting or paraphrasing, without attribution, language or ideas that appear in published or unpublished sources;
- ▶ unacknowledged use of work that has been produced through collaboration with others without citation of the contribution of others;

## SCORES & SCORE REPORTS *(continued)*

- ▶ essays submitted as work of the test taker that appear to have been borrowed in whole or in part from elsewhere or prepared by another person.

When one or more of the above circumstances occurs ETS may conclude that the essay response, in ETS's professional judgment, does not reflect the independent writing skills that this test seeks to measure. When ETS reaches that conclusion, it cancels the essay score and cannot report scores for this test, of which the essay score is an indispensable part.

### Confidentiality of Information

#### COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

ETS recognizes your right to control the information about you that is stored by ETS. Its policies are designed to safeguard your information from unauthorized disclosure.

Your score report is intended only for you and for your designated score recipients. However, background information as noted on the registration form is reported to some states and institutions. To protect your right to control the distribution of your scores, reports will be released only at your specific request and only to ETS-approved score recipients. ETS will not release your scores at the request of institutions or agencies except

- ▶ for use in research studies approved by The School Leadership Series and that preserve your anonymity
- ▶ when information is required under compulsion of legal processes
- ▶ when a state's central regents office or board of governors requests copies of scores that have been reported to its member institutions

- ▶ when test takers at a regular or special administration have been informed by the administrator beforehand that their scores will automatically be released to the state
- ▶ when test takers have been notified in the *Bulletin* that a particular state requiring scores has arranged for all individuals tested in that state to have their scores sent directly from ETS
- ▶ when a branch institution requests scores previously sent to its main office or vice versa

Official score reports for properly designated recipients are sent directly from ETS to ensure the authenticity of the reports. Note that whenever ETS has confirmed that you have submitted a School Leadership Series Assessment score directly to an educational institution, agency, or district in satisfaction of one of its requirements, ETS will respond to requests for score verification from that recipient.

### Test Takers' Performance Data

Test takers' performance data may be used in analysis samples, score interpretation data, group statistics, and research studies. Test takers' constructed responses may be used in ETS materials to train scorers, to help score recipients interpret scores, or to help test takers prepare for the test. In each instance, all identifying information will be removed.

# COMPUTER-DELIVERED TEST AUTHORIZATION VOUCHER REQUEST



If paying by paper check, mail this completed form with your test fee to:

ETS—Computer-Delivered Test  
Box 371859  
Pittsburgh, PA 15250-7859

- ▶ Use for computer-delivered tests only; do not submit a registration form with this request.
- ▶ If you would like to pay for your computer-delivered test registration with a credit or debit card and are not requesting nonstandard testing accommodations, you do not need to fill out this form.
- ▶ You may register by calling the Prometric test center directly with your payment information.

- ☐ Check here if you are paying by check or money order and are not requesting nonstandard testing accommodations.
- ☐ Check here if you are requesting nonstandard testing accommodations.

PLEASE PRINT ALL INFORMATION CALLED FOR BELOW.

NAME: Print your last name, first name, and middle initial.															
Last Name – first 15 letters										First Name – first 10 letters					M.I.
MAILING ADDRESS: Number and Street (include apartment number)															
City										State	Zip Code (U.S. only)				Country Code (Outside U.S. & P.R. only)
DATE OF BIRTH				SOCIAL SECURITY NUMBER					DAYTIME TELEPHONE NUMBER						
19 ____				– – – – –					– – – – –						
Month	Day	Year													

**SLS TEST FEES** Please check the appropriate box for the test(s) you are planning to take.

- ☐ \$375 Computer-Delivered School Leaders Licensure Assessment
- ☐ \$80 Computer-Delivered Kentucky Specialty Test of Instructional and Administrative Practices

**PAYMENT** Please make check or money order payable to ETS—The Praxis Series. **Do not send cash.** Orders received without payment or with incorrect payment may be returned.



**NOTE:** By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment and you will not receive a canceled check. If you do not have sufficient funds in your account, an additional service fee of \$20 will be added to your account.

- ☐ Payment enclosed

If you are requesting nonstandard testing accommodations and are paying by credit or debit card, please complete the information below AND mail to ETS—The Praxis Series, PO Box 6051, Princeton, NJ 08541-6051. PLEASE do NOT mail to the address listed above.

- ☐ American Express®    ☐ Discover®    ☐ JCB®    ☐ MasterCard®    ☐ Visa®

Charge Card Account Number

Expiration Date (MM/YY)

Cardholder's Signature

# CERTIFICATION OF DOCUMENTATION For Test Takers Whose Primary Language Is Not English



If paying by paper check, mail to:

ETS—SLS

P.O. Box 382065

Pittsburgh, PA 15251-8065

If paying via credit or debit card, see the address information on page 7 of this Bulletin.

If you have previously registered and your request for accommodations has been approved by ETS, you need to submit the PLNE Eligibility Form on page 17. See "If Your Primary Language Is Not English" on pages 6–7 for more information.

TO BE COMPLETED BY A QUALIFIED PROFESSIONAL AND SENT TO ETS WITH THE TEST TAKER'S ELIGIBILITY FORM, REGISTRATION FORM, AND TEST FEES. **DO NOT MAIL THIS FORM SEPARATELY TO ETS.**

Complete and sign. Cross out material within brackets that does not apply.

1. I, \_\_\_\_\_ am [a qualified ESL teacher/coordinator, foreign language department supervisor/chairperson, or other appropriate professional (specify) \_\_\_\_\_]

at \_\_\_\_\_ . I have held that position since \_\_\_\_\_ .  
(Name of Institution) (Date)

2. I have [worked with and/or reviewed pertinent documentation about] \_\_\_\_\_ .  
(Name of Test Taker)

I certify that English is not the test taker's primary language. The test taker's primary language is \_\_\_\_\_ .

3. The test taker is taking one or more SLS tests to meet the requirements of \_\_\_\_\_ .  
(Institution/State/Agency)

The score recipient code is \_\_\_\_\_ .

4. In the event Educational Testing Service (ETS) requests a copy of the documentation described above, I promise to send ETS, for its consideration, any information pertinent to establishing the need for these accommodations (pursuant to the test taker's permission on the Eligibility Form) sufficiently in advance of the test administration date in question to permit complete processing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature\*

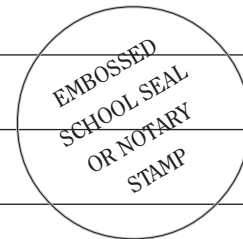
\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Telephone and/or TDD/TTY Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail



\* Must be original signature. Photocopy of signature or stamped signature will not be accepted. An embossed school seal must be affixed over the signature or the signature must be notarized.



# ELIGIBILITY FORM **For Test Takers Whose Primary Language Is Not English**



If paying by paper check, mail to:

ETS—SLS

P.O. Box 382065

Pittsburgh, PA 15251-8065

If paying via credit or debit card, see the address information on *page 7* of this *Bulletin*.

## TO BE COMPLETED BY THE TEST TAKER

I attest that the information about me provided on the Certification of Documentation form is true to the best of my knowledge. If the certification document is not sufficient for me to obtain the accommodation sought, I give permission to release to ETS a copy of any pertinent information required to establish the need for the accommodation described therein. I understand that the necessary information must be available to ETS sufficiently in advance of the test administration date to provide time to process my request and implement the requested accommodations. I further understand that ETS does not waive its right to request this documentation if necessary after the test administration date. I acknowledge that my request for this accommodation will not be processed if I alter or revise the certification document in any way after it has been completed by the appropriate official. This information will be protected by the terms of ETS's Confidentiality of Information on *page 14* of the SLS *Bulletin*. I am taking one or more SLS tests to meet the requirements of

\_\_\_\_\_  
(Institution/State/Agency)

The score recipient code is \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Test Taker

## THE FOLLOWING SECTION MUST BE COMPLETED EACH TIME YOU REGISTER TO TEST UNDER THIS NONSTANDARD POLICY.

I have previously submitted documentation that English is not my primary language and approved documentation is on file at ETS.

(Indicate test date for which documentation is on file: \_\_\_\_\_.)

My candidate ID number is \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Test Taker

\_\_\_\_\_  
PRINT NAME

# REGISTRATION LISTS

You will need to refer to the lists below to register for a test. These lists are also available on the SLS website at [www.ets.org/sls/register](http://www.ets.org/sls/register).

- ▶ *Test Centers (List B)* — locate a test center to register for standard test administration.
- ▶ *Primary Language is Not English Test Centers* — locate a test center if you are submitting a request for testing accommodations if your primary language is not English.
- ▶ *Attending Institution/Recipient Code (List C)* — find the code(s) (preceded by an A) for the institution(s) where you received training relevant to the test; find the code (preceded by an R) for the agency, professional association, or organization where you would like score reports sent.
- ▶ *State/Agency Codes (List D)* — find the code that designates the agency, professional association, or organization for which you would like to receive passing score information.
- ▶ *Major and Certification Field Codes (List E)* — find the code(s) for your undergraduate major field and the field(s) in which you are seeking certification.
- ▶ *Citizenship & Country or Region Codes* — refer to this list if your address is outside the U.S., U.S. Virgin Islands, Guam, or Puerto Rico.
- ▶ *Abbreviations* — refer to this list for proper postal service abbreviations.

## DIRECTORY

### STATE AGENCIES and PROFESSIONAL ASSOCIATIONS and ORGANIZATIONS PHONE DIRECTORY

<b>Arkansas</b>	501-682-4342	<b>Kentucky</b>	502-564-4606	<b>Missouri</b>	573-751-0051	<b>United States</b>	
<b>District of Columbia</b>	202-741-5881	<b>Louisiana</b>	877-453-2721	<b>New Jersey</b>	609-292-2070	<b>Virgin Islands</b>	340-774-4546
<b>Indiana</b>	317-232-9010	<b>Maine</b>	207-624-6600	<b>North Carolina</b>	919-807-3310	<b>Utah</b>	801-538-7740
<b>Kansas</b>	785-296-2288	<b>Maryland</b>	410-767-0412	<b>Pennsylvania</b>	717-783-6788	<b>Virginia</b>	804-225-2022
		<b>Mississippi</b>	601-359-3483	<b>Tennessee</b>	615-532-4885		

# PAPER-DELIVERED SCHOOL LEADERSHIP SERIES TEST DATES 2011-12

TEST	TEST DATE	RECEIPT DATES AT ETS						
		REGISTRATION MUST BE RECEIVED BY**	EXTENDED REGISTRATION MUST BE RECEIVED BY	EMERGENCY REGISTRATION MUST BE RECEIVED BY †	CENTERS OUTSIDE THE U.S. OR IN U.S. TERRITORIES***	MONDAY CENTERS IN THE U.S. OR PUERTO RICO	SCORES BY PHONE	APPROXIMATE SCORE REPORTING DATES
School Leaders Licensure Assessment (1011)	9/17/11*	8/18/11	8/25/11	9/9/11	7/21/11	8/4/11	10/14/11	10/18/11
School Superintendent Assessment (1020)	11/12/11 4/28/12*	10/13/11 3/29/12	10/20/11 4/5/12	11/4/11 4/20/12	9/15/11 3/1/12	9/29/11 3/15/12	12/9/11 5/25/12	12/13/11 5/29/12
Kentucky Specialty Test of Instructional and Administrative Practices (1015)	9/17/11* 1/14/12* 6/9/12*	8/18/11 12/15/11 5/10/12	8/25/11 12/22/11 5/17/12	9/9/11 1/6/12 6/1/12	7/21/11 11/17/11 4/12/12	8/4/11 12/1/11 4/26/12	10/7/11 2/3/12 6/29/12	10/11/11 2/7/12 7/3/12

- NOTE:** (1) Your completed registration form and payment must be received by the appropriate date, or you will be charged a \$45 extended registration fee.
- (2) Not all test centers are open on all test dates. Please refer to the Test Center List on the SLS website.
- (3) The School Leaders Licensure Assessment will only be offered in paper-delivered format once in the 11-12 testing year. Effective January 2012, the SLA will be offered in computer-delivered format.
- \* Accommodations for test takers whose Primary Language is Not English (PLNE) are offered on these test dates.
- \*\* Allow 7–10 days for delivery of mail within the continental United States and more time for delivery in other areas.
- \*\*\* U.S. Virgin Islands should adhere to regular registration deadlines.
- † Please refer to *page 7* for emergency registration information.
- †† All test takers, regardless of registration method, will access their score reports online. Paper score reports will not be mailed.

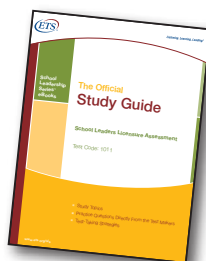
Be sure to check the  
**SCORE REPORTING DATES**  
when selecting a test date.

## Prepare for Success with test preparation resources from ETS

### School Leaders Licensure Assessment Study Guide eBook

Designed to help you make the most of your study time, the eBook includes:

- General information about the construction of the test
- Multiple-choice and constructed-response sample items
- Scored candidate responses with commentary
- Test-taking strategies to maximize success



Download **FREE** Test Preparation Materials at  
**[www.ets.org/sls/testprep](http://www.ets.org/sls/testprep)**

- **Tests at a Glance** — provide detailed descriptions of each test, plus sample questions with rationales for the best answers
- **Reducing Test Anxiety** — helps test takers learn how to recognize and cope with test anxiety

**Save 10% on Test Preparation!**  
Visit **[www.ets.org/sls/store](http://www.ets.org/sls/store)**

and enter promo code PRAXISBT



Listening. Learning. Leading.®